



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street
Carson City, Nevada 89701

ADAM PAUL LAXALT
Attorney General

WESLEY K. DUNCAN
Assistant Attorney General

NICHOLAS A. TRUTANICH
Chief of Staff

***Position Announcement
Open Competitive***

**BUREAU CHIEF
OF
CRIMINAL JUSTICE**

POSITION TITLE: Bureau Chief

DUTY STATION: Carson City, Las Vegas or Reno, NV

APPROXIMATE SALARY: \$127,721.00 (Employee/Employer)
\$113,153.00 (Employer Paid)

POSITION STATUS: Exempt (FLSA); serves at the will of the Attorney General; employment with the Attorney General's office is contingent upon completion of NCIC/NCJIS, and a fingerprint criminal history check.

POSITION SUMMARY: The Office of Attorney General's Bureau Chief of Criminal Justice position is an executive level management position with significant supervisory duties and responsibilities. The Bureau of Criminal Justice oversees the law enforcement arm of the Attorney General's Office, including the Special Prosecutions and Fraud Division. This position requires an experienced prosecutor. Although each of these divisions will continue to perform its existing core functions, this position is expected to be actively involved in, complex, high profile, and high potential for adverse outcome cases within each division. Unless otherwise directed by the Attorney General, the Bureau Chief should not carry an active and independent caseload. Rather, the majority of work will be related to management issues, including establishing and enforcing uniformed policies throughout the bureau, taking a proactive approach to implement the Office's mission of protecting Nevada's most vulnerable and enforcing the law in an ethical and just manner. The Bureau Chief of Criminal Justice position will be tasked with reporting to the Attorney General's executive management team on all significant matters. This position is an essential to ensure that the Attorney General's law enforcement priorities and initiatives are carried out.

EXAMPLE OF DUTIES: The Bureau Chief is responsible for the work product of all deputies within the bureau. Typical supervisory duties include assigning cases and work assignments, reviewing attorney work product, approving training and travel requests, approving time reporting, conducting deputy performance reviews and evaluations, and responding to requests for information from management. Unless otherwise directed by the Attorney General, this position will not maintain an active caseload. The majority of work will be related to management issues, including establishing and enforcing uniformed policies throughout the bureau, taking a proactive approach to interaction with law enforcement, and reporting to the Attorney General's executive management team. The position will also oversee investigations and prosecutions in cases where senior level oversight is appropriate, and ensure all criminal investigations and prosecutions are conducted in ethical manner, aimed at just result. The Bureau Chief is expected to possess significant management and leadership skills and characteristics, superior legal research, writing, litigation and legal advocacy skills, fully-developed public speaking ability, and knowledge of state and federal court procedures and practices. The Bureau Chief must have excellent communication, time management, and interpersonal relationship skills. This position is also responsible for training and mentoring of less experienced attorneys. The Bureau Chief will be the Attorney General's representative to executive level management to all local, state, and federal law enforcement.

POSITION CHARACTERISTICS: The person chosen for this position will have excellent leadership qualities and a willingness to work collaboratively with other deputies as both a team leader and a team member. The individual will have analytical, legal research and writing skills, fully developed public speaking ability, knowledge of federal and state laws, regulations and administrative procedures. The successful candidate will have a demonstrated ability to establish and maintain harmonious working relationships with clients and other co-workers. Representation includes litigation, appellate work, a wide array of transactional work, personnel advice and litigation.

QUALIFICATIONS

KNOWLEDGE REQUIRED: The Bureau Chief of Criminal Justice position requires significant litigation and trial experience, plus management and leadership skills and characteristics. This position is also required to have knowledge of substantive law pertaining to state and federal criminal law, as well as familiarity with the law relative to the powers and duties of the Attorney General. Specific knowledge is required regarding state and federal rules of civil procedure and evidence, and computer applications related to Microsoft Word and Westlaw, legal research and writing, and rules of ethics and professional responsibility for the practice of law. In order to facilitate proactive training efforts for agency/clients, this position is also required to maintain a relationship with the department head.

SKILLS REQUIRED: Management and leadership skills and characteristics are critical. Effective written and verbal communication is essential. Litigation experience and skill in administrative and judicial proceedings is required. Knowledge of effective legal advocacy and ability to analyze complex legal problems and apply proper legal

principles to resolve them is also required. Required management skills include planning and assignment of work, performance reviews and evaluations, compiling and summarizing management information, preparing weekly management reports for the Attorney General, and effective contribution to the accomplishment of goals, objectives, and activities of the Office. Bureau Chiefs must be highly professional, well-organized, self-motivated, punctual, prompt, and possess significant leadership and interpersonal skills.

PHYSICAL DEMANDS: This position is required to have mobility to work in a typical office setting and proficiency with the use of standard office equipment. This position is usually required to travel to client offices, facilities, institutions, and the federal and state courts in various parts of Nevada and the nation. This position requires vision capable of reading extensive printed materials and material on a standard size computer screen; unimpaired hearing and speech sufficient to clearly and effectively communicate in person and telephonically from various venues and locations; and the ability to speak in a clear and understandable manner and to hear and respond to questions posed.

EDUCATION AND EXPERIENCE: This position requires that the employee be admitted to the Nevada State Bar and/or specially certified under Supreme Court Rule 49.8, as well as be eligible to practice law before all courts, federal and state, in the state of Nevada, and the federal circuit court of appeals for the Ninth Circuit. Except for extraordinary need as determined by the Attorney General, candidates should have a minimum of three years as a Nevada Deputy Attorney General; or four or more years as a licensed and practicing attorney with one year as a Nevada Deputy Attorney General; or six or more years as a licensed and practicing attorney.

This description lists the major duties and requirements of all positions under this classification and is not all-inclusive. Employees may be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

Interested candidates should e-mail, fax, or hand-deliver his or her resume no later than close of business on **JULY 1, 2015** to:

Nicholas A. Trutanich, Chief of Staff
C/o Vicki Beavers, Executive Assistant
Office of the Attorney General
100 North Carson Street
Carson City, Nevada 89701
FAX: (775)-684-1108
VBeavers@ag.nv.gov

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